

HIV Health Services Planning Council  
 Policies and Procedures Work Group  
 Thursday, January 28, 2010  
 Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3:00 -5:00 pm

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*Draft Agenda*

- |   |            |
|---|------------|
| 1. Introductions                                | Group 3:00 |
| 2. Review/Approve Agenda - VOTE                 | Group 3:03 |
| 3. Announcements                                | Group 3:05 |
| 4. Public Comment                               | Group 3:10 |
| 5. Nomination of Work Group Co-Chairs – VOTE    | Group 3:15 |
| 5. Review of Policy and Procedure Manual – VOTE | Group 3:20 |
- The Work Group will review several documents created by Council Support staff to aid in updating the Policy and Procedure Manual.*
- Public Comment*
- |  |            |
|--|------------|
| 6. Next Meeting Date & Agenda Items – VOTE | Group 4:55 |
|--|------------|
- The next Policies and Procedures Work Group Meeting is tentatively scheduled for Thursday, March 11<sup>th</sup>, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.*

**PARKING LOT:**

- |                |            |
|----------------|------------|
| 7. Adjournment | Group 5:00 |
|----------------|------------|

**Mission Statement:**

*To review and update the Policy and Procedure Manual of the San Francisco HIV Health Services Planning Council.*

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council  
 730 Polk Street San Francisco, CA 94109

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*San Francisco Department of Public Health, HIV Health Services  
25 Von Ness Avenue, 3rd floor, San Francisco, CA 94102*

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*Agendas are available on the Internet at <http://www.dph.sf.ca.us/Meetings/meetings.htm>*

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**  
**HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**



HIV Health Services Planning Council  
Policies and Procedures Work Group  
Thursday, January 28, 2010  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3:00 -5:00 pm

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**Council Members Present:** John Andrews, Wade Flores, Chris Harris, Mary Lawrence Hicks, Steve Manley, Paul Margolis, Veronica Pillatzke, Gerardo Ramos

**Others Present:** Celinda Cantu (DPH-HHS)

**Support Staff Present:** Randy Allgaier, Natalie Bryson, T.J. Lee

### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 3:07 pm by CM Manley.

#### **2. Review/Approve Agenda - VOTE**

The agenda was reviewed and approved by consensus.

#### **3. Announcements**

- CS Allgaier reminded people to email if they are interested in participating in the L.I.F.E. program focusing on loss and grief.
- He also noted that the Consumer Rights Advocacy Project will now be housed at ALRP.
- CM Ramos noted that the AIDS Foundation will be hosting tax days on the 2<sup>nd</sup>, 6<sup>th</sup> and 19<sup>th</sup> free of cost.
- CM Flores noted that he is meeting with clinic directors in LA to discuss strategies for recruiting and retaining documented immigrants.

#### **4. Public Comment**

There was no public comment.

#### **5. Nomination of Work Group Co-Chairs – VOTE**

The Work Group nominated and elected Co-Chairs to last for the duration of the Work Group. CM Andrews volunteered to be a Co-Chair. CM Ramos volunteered as well. Both were agreed upon unanimously.

**6. Review of Policy and Procedure Manual – VOTE**

The Work Group reviewed several documents created by Council Support staff to aid in updating the Policy and Procedure Manual. CS Allgaier began by providing the group with two memos one which details all new motions that will need to be added, and the other with ideas on how Council Support took on the task of reviewing the manual.

Brainstorming:

- keep names out
- policies vs. procedures (don't get too specific)
- policy section and "membership manual" section
- what is the purpose of the manual?
  - policy manual will be a fundamental lasting document, edit infrequently as possible, create a "membership manual"
- policy=rule, procedure=implementation
- restructuring of committees will be an automatic trigger for updating the manual

**MOTION-CM Andrews/CM Flores for the Work Group to define the purpose of the P&P manual and then to determine what their specific purview is for reviewing it.**

**The motion passed by unanimous consent.**

**Purpose:**

- 1) Exists as a tool to help others know what the rules are when operating within the Council. Use it as a basic framework.
- 2) Exists as a tool to help the Council operate efficiently towards their goals.
- 3) To facilitate the Council in how they operate, but not by spelling out how every action should be taken. Should be a road map for the Council to follow.

**MOTION-CM Flores/CM Pillatzke to establish a Phase I process of review of the Policy and Procedure Manual.**

**The motion passed by unanimous consent**

**MOTION AMENDMENT-CM Manley/CM Flores: The Phase I process will consist of numbers 1-5 of the Memo provided by Randy Allgaier date January 20<sup>th</sup>. [See attachment #1]**

**The motion passed by unanimous consent.**

The Committee discussed how to divvy up the work which is to take place over the next month.

**MOTION-CM Margolis/CM Manley that the manual will be divided in half, and that one half of the group will take the first part and the other half will take the second part.**

**The motion passed by unanimous consent.**

**Chapters 2 and 3: Chris, Gerardo, John, Mary Lawrence**

**Chapters 4 and 6: Paul, Steve, Veronica, Wade**

***There was no Public Comment on this item.***

## **7. Next Meeting Date & Agenda Items – VOTE**

*The next Policies and Procedures Work Group Meeting is tentatively scheduled for Thursday, March 11<sup>th</sup>, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.*

### **PARKING LOT:**

## **8. Adjournment**

The meeting was adjourned at 4:40 pm by Co-Chair Ramos.

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### **Attachment #1**

#### **Memorandum**

To: Policies and Procedures Workgroup  
From: Randy Allgaier, Planning Council Interim Director  
Date: January 20, 2010  
Re: Annotated Policies and Procedures

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We are providing member of the workgroup with an electronic copy of the policies and procedures that has been reviewed by Council Support staff.

The purpose of the annotated copy is to provide the group with

1. Recommendations of Editing –Typographical, grammatical and spelling
2. Recommendations for changes or elimination for items out of date within a section such as in the list of committees eliminating the names of workgroups that are time- limited and are no longer in existence.
3. Recommendations of eliminating full sections that are inherently time limited such as lists of members and lists of committee chairs
4. Updated documents related to the newest version of the legislation
5. Questions to think about where policies are listed that are copied from the by-laws. Should the policies and procedures include portions of the by-laws in different sections of the P&P or is this more confusing ?
6. Areas of redundancy within the Policies and Procedures.
7. Highlights areas of ambiguity such as referring to the terms of at-large Steering Committee members but not defining when the start of the term is. Does the Council elect these seats annually? If so when? If someone leaves in the middle of the term is that person filling the remainder of the term or does this new person's term begin in full upon election?

Staff only annotated Chapters 2-6. Many of the policies and procedures following these sections both seem coherent and still relevant. Most of these policies are under Chapter 7- Membership, Chapter 11 Information and Correspondence and Chapter 12 Forms seem relevant.

Chapters 8 and 9 have policies regarding the Government and Provider Affairs Committee and the Consumer and Minority Affairs Committee that we question whether or not they should be in the P&P. Others in these sections, such as how the Council interacts with Marin and San Mateo are quite relevant. We recommend examining these chapters carefully.

Chapter 10 – Council Policies and Directives. There are some sections in this chapter that seem important to keep such as Consumer and Minority Affairs Statement of Values, P&P Update Policy, etc.. Other sections seem like they are not policies and procedures and belong in a training binder – such as the CoE document6 or define a process narrowly that the Council does broadly- such as the “Unfunds Policy”. We recommend a thorough examination of this chapter and to decide which sections are relevant to the process of the council, which ones actually tie the hands of the Council to make certain decisions and are not followed, and which ones are documents that are important information for Council members but do not belong in a P&P

Finally, we recommend that serious consideration be given to overhauling the entire structure of the Policies and Procedures Manual. Currently a great deal of the document is divided up via committee. However there are policies and procedures in Membership and Steering that are applicable to the full Council. Having these policies listed under a Committee may imply that they only refer to that committee. Regardless it is not the best way to organize the document. Unfortunately the document is set up by which committee developed the policy not where the policy actually is in force.

Where possible we have highlighted areas that a change that may be necessary may in require a by-law change. We hope that this memo, the annotated P&P and the memo outlining Policies and Procedures that have been voted on by the Council but not yet incorporated into the document will go a long way in facilitating the task that the workgroup has.



HIV Health Services Planning Council  
Policies and Procedures Work Group  
Thursday, March 11, 2010  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

2:30 -4:30 pm

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*Draft Agenda*

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|--|------------|
| 1. Introductions   | Group 3:00 |
| 2. Review/Approve Agenda - VOTE                            | Group 3:03 |
| 3. Review/Approve February 28 <sup>th</sup> , 2010 Minutes | Group 3:05 |
| 4. Announcements   | Group 3:07 |
| 5. Public Comment  | Group 3:10 |
| 6. Discussion of Manual Updates – VOTE                     | Group 3:15 |

*Work Group members will review suggested updates to the Policy and Procedure Manual.*

*-Question from Membership re: Leave of Absence Policy/Voting/Return to LOA*

*Public Comment*

- |   |            |
|---|------------|
| 7. Reorganization of the Policy and Procedure Manual – VOTE | Group 4:15 |
|---|------------|
- The Work Group will review the organization of the Policy and Procedure Manual.*
- Public Comment*

- |  |            |
|--|------------|
| 8. Next Meeting Date & Agenda Items – VOTE | Group 4:55 |
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- The next Policies and Procedures Work Group Meeting is tentatively scheduled for Thursday, March 25<sup>th</sup>, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.*

**PARKING LOT:**

- |                |            |
|----------------|------------|
| 9. Adjournment | Group 5:00 |
|----------------|------------|

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*HIV Health Services Planning Council*

730 Polk Street San Francisco, CA 94109

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HIV Health Services Planning Council  
Policies and Procedures Work Group  
Thursday, March 11, 2010  
Department of Public Health

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25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

MAR 23 2010

2:30 -4:30 pm

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**Work Group Members Present:** John Andrews, Wade Flores, Paul Margolis, Gerardo Ramos

**Work Group Members Absent:** Chris Harris, Cherrlynn Hubbard, Steve Manley

**Others Present:** CM Mary Lawrence Hicks, Celinda Cantu (DPH-HHS)

**Support Staff Present:** Randy Allgaier, Natalie Bryson, T.J. Lee

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 2:38 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve Agenda – VOTE

The agenda was reviewed and approved by consensus.

#### 3. Review/Approve January 28<sup>th</sup>, 2010 Minutes

The January 28<sup>th</sup> minutes were reviewed and approved by consensus with the following addition(s):

-Under announcements, it should be noted that CM Flores said "documented and undocumented immigrants"

#### 4. Announcements

- CS Allgaier noted that this group has until November to complete their tasked duties. He also noted that staff will be out tomorrow due to a Shanti retreat. He also announced that the CAEAR Coalition meeting in D.C. will take place this weekend, although he will not be going. CM Jewell will be going in his place. He also provided the group with information on the monthly CAEAR Coalition PWLA Caucus Conference Call.

- Wade Flores noted that the next Needs Assessment Work Group will take place March 19<sup>th</sup> at 10am.

- Celinda Cantu noted that the Mayor is attempting to fill a budget deficit by reorganizing city departments, which may affect jobs in DPH-HHS.

5. Public Comment

There was no public comment.

6. Discussion of Manual Updates – VOTE

Work Group members reviewed suggested updates to the Policy and Procedure Manual as reviewed over the past month. The group agreed to allow all cosmetic changes, including spelling, formatting, and changing of Ryan White Act to Program and Part I and II to A and B. A list of other changes follows:

-Delete Sections 2.4, 2.5 and 4.4

-Remove by-laws from sections 4.7 and 4.8

-A new Council Member "Job Description" will need to be created (Section 2.6c)

The Kaiser part will be removed, and only the link will remain

*There was no Public Comment on this item.*

7. Reorganization of the Policy and Procedure Manual – VOTE

The Work Group reviewed the organization of the Policy and Procedure Manual.

-Most of Section 2.6c should be moved under a new heading "Mandated Seats"

-All legislation should be put in "appendix" at the back of the manual.

*There was no Public Comment on this item.*

8. Next Meeting Date & Agenda Items – VOTE

*The next Policies and Procedures Work Group Meeting is tentatively scheduled for Thursday, March 25<sup>th</sup>, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.*

The group discussed how often they should meet. They decided to meet the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of every month from either 2:30-4:30pm or 3-5pm.

**PARKING LOT:**

-Pick up in Section 6.

-Put in new motions.

-Discuss Section 2.2 Flow Chart

-Rework Section 4.9 Public Comment

-Should a leave of absence policy be set down in the by-laws?

-Discussion of voting while on a Leave of Absence.

9. Adjournment

The meeting was adjourned at 4:35 pm by Co-Chair Andrews.



HIV Health Services Planning Council  
Policies and Procedures Work Group  
Thursday, March 25, 2010  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3:00 -5:00 pm

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*Draft Agenda*

1. Introductions Group 3:00
2. Review/Approve Agenda - VOTE Group 3:03
3. Review/Approve March 11<sup>th</sup>, 2010 Minutes Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Discussion of Manual Updates – VOTE Group 3:15

*Work Group members will begin by reviewing Section 6 and then moving forward.*  
*Public Comment*
7. Reorganization of the Policy and Procedure Manual – VOTE Group 4:00

*The Work Group will review the organization of the Policy and Procedure Manual.*  
*-Section 2.2 Flow Chart*  
*Public Comment*
8. Policy Additions – VOTE Group 4:30

*The group will discuss policies that are missing from the manual.*  
*-Section 4.9 Public Comment*  
*-Leave of Absence Policy in By-Laws?*  
*-Discussion of voting while on Leave of Absence*
9. Next Meeting Date & Agenda Items – VOTE Group 4:55

*The next Policies and Procedures Work Group Meeting is tentatively scheduled for Thursday, March 25<sup>th</sup>, 2010, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.*
10. Adjournment Group 5:00

**PARKING LOT:**

**Mission Statement:**

*To review and update the Policy and Procedure Manual of the San Francisco HIV Health Services Planning Council.*

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Policies and Procedures Work Group  
Thursday, March 25, 2010  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3:00 -5:00 pm

Work Group Members Present: Mary Lawrence Hicks, Gerardo Ramos, Steve Manley

Work Group Members Absent: John Andrews, Wade Flores (E), Chris Harris, Cherrlynn Hubbard, Paul Margolis

Support Staff Present: Randy Allgaier, Natalie Bryson

*Draft Minutes*

**1. Introductions**

The meeting was called to order at 3:25 pm by Co-Chair Ramos. Everyone introduced themselves but quorum was not established.

**2. Review/Approve Agenda - VOTE**

The agenda was reviewed but not approved due to lack of quorum.

**3. Review/Approve March 11<sup>th</sup>, 2010 Minutes**

The March 11<sup>th</sup> minutes were reviewed and approved by consensus.

**4. Announcements**

There were no announcements.

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**5. Public Comment**

There was no public comment.

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**6. Discussion of Manual Updates – VOTE**

The Work Group began by reviewing Section 6 and then moving forward.

*Public Comment*

**7. Reorganization of the Policy and Procedure Manual – VOTE**

The Work Group reviewed the organization of the Policy and Procedure Manual.

*-Section 2.2 Flow Chart*

*Public Comment*

8. Policy Additions – VOTE

The group discussed policies that are missing from the manual.

-*Section 4.9 Public Comment*

-*Leave of Absence Policy in By-Laws?*

-*Discussion of voting while on Leave of Absence*

9. Next Meeting Date & Agenda Items – VOTE

*The next Policies and Procedures Work Group Meeting is tentatively scheduled for Thursday, April 8<sup>th</sup>, 2010, 25 Von Ness Room 330B from 2:30 PM-4:30 PM.*

**PARKING LOT:**

10. Adjournment

The meeting was adjourned at 4:30 pm by Co-Chair Ramos.



HIV Health Services Planning Council  
Policies and Procedures Work Group

Thursday, April 8, 2010  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

2:30-4:30 pm

*Draft Agenda*

	GOVERNMENT DOCUMENT DEPT	
1. Introductions		Group 2:30
2. Review/Approve Agenda - VOTE	APR 06 2010	Group 2:33
3. Review/Approve March 25 <sup>th</sup> , 2010 Minutes	SAN FRANCISCO PUBLIC LIBRARY	Group 2:35
4. Announcements		Group 2:37
5. Public Comment		Group 2:40
6. Reporting Phase I Decisions to the Council		Group 2:45
<p><i>The Group will discuss how to present cosmetic changes that were made to the Council.</i></p>		
7. Developing Phase II Strategy		Group 3:15
<p><i>The Group will develop and discuss how to implement a Phase II strategy regarding policy changes.</i></p>		
8. Discussion of Manual Updates – VOTE		Group 3:50
<p><i>Work Group members will begin by reviewing Section 7 and then moving forward.</i></p>		
<p><i>Public Comment</i></p>		
9. Next Meeting Date & Agenda Items – VOTE		Group 4:20
<p><i>The next Policies and Procedures Work Group Meeting is tentatively scheduled for Thursday, May 13<sup>th</sup>, 2010, 25 Van Ness Room 330B from TBD to TBD.</i></p>		
<p><b>PARKING LOT:</b></p>		
<p><i>-Reorganization of the Policy and Procedure Manual</i></p>		
<p><i>-Policy Additions</i></p>		
10. Adjournment		Group 4:30

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
Policies and Procedures Work Group  
Thursday, May 13, 2010  
Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

2:30-4:30 pm

GOVERNMENT  
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*Draft Agenda*

1. Introductions Group 2:30
  2. Review/Approve Agenda - VOTE Group 2:33
  3. Review/Approve March 11<sup>th</sup> and 25<sup>th</sup>, 2010 Minutes Group 2:35
  4. Announcements Group 2:37
  5. Public Comment Group 2:40
  6. Discussion of Manual Updates – VOTE Group 2:45
- Work Group members will begin by reviewing Section 7 and then moving forward.*
- Public Comment**
7. Reorganization of Manual Group – VOTE Group 3:10
  8. Developing Phase II Strategy Group 3:30
  9. Next Meeting Date & Agenda Items – VOTE Group 4:20
- The Group will discuss the placement and categorization of policies.*
- The Group will develop and discuss how to implement a Phase II strategy regarding whether or not certain policies belong in the manual.*
10. Adjournment Group 4:30

**Mission Statement:**

*To review and update the Policy and Procedure Manual of the San Francisco HIV Health Services Planning Council.*

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council  
730 Polk Street San Francisco, CA 94109

\*\*\*\*\*  
Son Francisco Department of Public Health, HIV Health Services  
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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HIV Health Services Planning Council  
Policing and Procedures Work Group  
Thursday, May 13, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
2:30-4:30 pm

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**Committee Members Present:** Co-Chair John Andrews, Wade Flores, Steve Manley, Paul Margolis, Co-Chair Gerardo Ramos

**Committee Members Absent:** Chris Harris, Mary Lawrence Hicks, Cherrlynn Hubbard

**Others Present:**

**Support Staff Present:** Randy Allgaier, William Ching, T.J. Lee

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*Open Minutes*

**1. Introductions**

The meeting was called to order at 2:40 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda – VOTE**

The Work Group reviewed and approved the agenda by consensus.

**3. Review/Approve March 11<sup>th</sup> and 25<sup>th</sup>, 2010 Minutes – VOTE**

The Work Group reviewed and approved March 11<sup>th</sup> and 25<sup>th</sup> minutes by consensus.

**4. Announcements**

- a. CS Allgaier announced that May 19<sup>th</sup> is World Hepatitis Day and that there will be a press conference and rally in front of City Hall at noon.
- b. Co-Chair Ramos announced that DPH has announced another 10% budget cut that will affect housing subsidies and non-medical case management. SFAF will no longer be able to take in new referrals.
- c. CM Flores announced that the *Positive Positional* newsletter will be restarted and will be available in California and Minnesota.

**5. Public Comment**

There was no public comment.

**6. Discussion of Manual Updates – VOTE**

Co-Chair Ramos and CS Allgaier updated the Work Group on the work done in the past two months. CS Allgaier suggested for the Work Group to review policies for inclusion or removal from Section 7 onward.

There will be no additions or policy revisions until a later date. Copies of the Policies and Procedures Manual are on file at the Council Support office.

The Work Group has decided to strike *all quoted by-laws in the manual*, opting to have policies to refer to by-laws that will be in a separate section in the Manual.

The Work Group has *recommended the following changes* to the Policies and Procedures Manual:

- Section 7
  - 7.1 to remain
  - 7.2 removed because it includes by-laws
  - 7.3 to be moved to the HRSA requirements appendix
  - 7.4 to 7.7 can possibly be merged
  - 7.8; 7.9 to remain
  - 7.10 to 7.12 can possibly be merged
  - 7.13 (the Work Group to ask CS for more information: (1) Is this section a HRSA requirement?; (2) Does the Council have to implement it)
  - 7.14 and 7.15 can possibly be merged together, can also be included with 7.4 to 7.7 or Council demographics
  - 7.17 can be merged with 7.18, while striking the quoted by-laws in the first paragraph of 7.17
- Section 8
  - 8.1 and 8.2 to be removed
  - 8.3 is to be tabled – the Work Group discussed whether this should be included in a separate training manual; the Group agreed that it is important to have a section that details the legal relationship amongst SF, Marin and San Mateo but is confused as to its placement.
  - 8.4 is to be removed (it reads like a mission statement)
- Section 9
  - To be completely removed from the P&P Manual. Other possibility: can be included in a separate training manual
- Section 10
  - 10.1 to remain in manual, but more research is required. CM Ramos stated that it is important to include information about the populations the Council seeks to serve
  - 10.2 to remain
  - 10.3 to be removed from Manual, but its information to be included elsewhere. No need for definitions of COE in the Manual
  - 10.4 to be removed, but Work Group added that it is important to include information on how policies are created. Could also reference or be included with 6.3
  - 10.5 to be removed. Can possibly be combined with sections regarding membership and disciplinary actions
  - 10.6 to be removed
  - 10.7
  - 10.8 and 10.9 section needed, but could possibly be moved to Section 2

- 10.10 and 10.11 to be removed
  - 10.12 to be moved to 4.8
  - 10.13 to be removed
  - 10.14 requires rework, can be moved to 7.8
  - 10.15 can be included in the section detailing Council structure and decision making
- **Section 11**
    - 11.1 to be removed
    - 11.2 to remain, but its placement is unknown. Also requires rework
    - 11.13 to remain, needs rework
    - 11.14 to remain
    - 11.15 to be removed from P&P, move to separate training manual
  - **Section 12**
    - Entire section to be moved to the appendix
  - **Section 13**
    - 13.1 and 13.2 the Work Group discussed whether this section is relevant to the Council and how to incorporate information about H-CAP into our P&P Manual

## 7. Reorganization of Manual Group

The Work Group decided to move this agenda item to the next meeting.

## 8. Developing Phase II Strategy

The Work Group decided to move this agenda item to the next meeting.

## 9. Next Meeting & Agenda Items – VOTE

The next meeting is tentatively scheduled for June 10<sup>th</sup>, 2010 from 3-5 pm.

- a. Parking Lot:
  - i. Review Phase I
  - ii. Develop Phase II
  - iii. Glossary of terms
  - iv. Recommend creating a training manual
  - v. How to include more information about H-CAP in P&P

## 10. Adjournment

The meeting was adjourned by Co-Chair Andrews at 4:28.





HIV Health Services Planning Council

POLICY AND PROCEDURE WORK GROUP

Thursday, June 10, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

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*Draft Agenda*

1. Introductions Group 3:00
2. Review/Approve Agenda – VOTE Group 3:35
3. Review/Approve May 13<sup>th</sup>, 2010 DRAFT Minutes – VOTE Group 3:37
4. Announcements Group 3:40
5. Public Comments Group 3:43
6. Review Phase I Group 3:45  
*The Work Group will review all the proposed changes in the Manual.*
7. Review Organization of Manual Group 4:00  
*The Group will discuss the placement and categorization of policies.*
8. Developing Phase II Group 4:30  
*The Group will develop and discuss how to implement a Phase II strategy.*
9. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, July 8<sup>th</sup>, 2010 at 25 Van Ness, Room 330B from 2:30-4:30 pm.*
- Parking Lot:
  - Glossary of terms
  - Recommend creating a training manual
  - How to include more information about H-CAP in P&P
10. Adjournment Group 5:00

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## HIV Health Services Planning Council

POLICY AND PROCEDURE WORK GROUP

Thursday, June 10, 2010

JUL - 1 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330BSAN FRANCISCO  
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3-5 pm

**Committee Members Present:** Co-Chair John Andrews, Chris Harris, Steve Manley, Paul Margolis, Co-Chair Gerardo Ramos

**Committee Members Absent:** Wade Flores [E], Mary Lawrence Hicks, Cherrlynn Hubbard

**Others Present:** Celinda Cantu

**Support Staff Present:** Randy Allgaier, William Ching

*Minutes***1. Introductions**

The meeting was called to order at 3:09 pm by Co-Chair Ramos. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda – VOTE**

The Work Group reviewed and approved the agenda by consensus.

**3. Review/Approve May 13<sup>th</sup>, 2010 Minutes – VOTE**

The Work Group reviewed and approved May 13<sup>th</sup> minutes by consensus.

**4. Announcements**

- Co-Chair Andrews announced that the Planning Council has been invited to table at the SF AIDS walk, Sunday July 18.
- CS Allgaier came back from the CAEAR Coalition Meeting in Washington D.C. that focused on Medicaid and wanted to ready the Council about the unintended consequences of health care reform.
- CS Allgaier the HIV and Aging Work Group will be approving the White Paper during its meeting this Wednesday.
- CS Allgaier announced that Harder and Co will be presenting their needs assessment findings, as well as Naina Khanna from WORLD.
- There was a community outreach and listening event today and one scheduled in July.
- Co-Chair Ramos announced that the first community outreach and listening meeting was a success.

**5. Public Comment**

There was no public comment.

**6. Review Phase I**

The Work Group reviewed all the changes made by looking over the minutes. The Work Group went over changes to address any outstanding questions.

- 7.13 to be included in the P&P Manual.
- 8.3 to be tabled, need further review, push it off to Phase II, the content itself may need revision
- 10.3 to be included in resource guide
- 10.7 to be removed

In regards to Section 13, CS Allgaier stated that H-CAP has no tangible contractual obligation with the Planning Council. The Work Group felt that there was a need to mention H-CAP somewhere, as a piece of the work the Council does.

## 7. Review of Organization of Manual

The Work Group reviewed documents prepared by Council Support. The first handout lists policies and procedures to be included in the manual in alphabetical order. The second handout is recommended grouping of such policies.

Andrews suggested moving E.8 to F.

The Work Group discussed if there should be a separate section that relates to structure and the ways to run a meeting.

Sections (from handout):

1. Preamble: history: mission, guiding principles (H7)
2. Membership: A, B, D
3. Operations: C, E, HS, H4, (G, the last part of operations).
4. Relating to other stakeholders: F, H1, H2, H3, H6
5. Appendix & Forms (Brown Act, FPPC, Sunshine, Ryan White CARE Act)
6. Resource Guide: COE definitions, EMA eligibility criteria and other documents
7. By-laws

## 8. Developing Phase II

The Work Group discussed how to report Phase I to the Full Council. The Work Group will first report to Steering Committee first before presenting progress to other Committees and Full Council. Council Support staff will take all notes and minutes from previous meetings and will present the work group with a revised, up to date manual to present to others.

## 9. Next Meeting & Agenda Items

The next meeting is tentatively scheduled for Thursday July 8<sup>th</sup>, 2010 from 3-5 pm.

### a. Parking Lot:

- i. Creating a running list of all policies that need to be reworked
- ii. Develop Phase II
- iii. Glossary of terms, acronyms
- iv. Recommend creating a training manual
- v. How to include more information about H-CAP in P&P

## 10. Adjournment

The meeting was adjourned by Co-Chair Ramos at 4:54 pm.



HIV Health Services Planning Council

POLICY AND PROCEDURE WORK GROUP

Thursday, July 8, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

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*Draft* Agenda

1. Introductions Group 3:00
2. Review/Approve Agenda – VOTE Group 3:35
3. Review/Approve June 10<sup>th</sup> 2010 DRAFT Minutes – VOTE Group 3:37
4. Announcements Group 3:40
5. Public Comments Group 3:43
6. Review Phase I Group 3:45  
*The Work Group will review the most up-to-date Policy and Procedure Manual.*
7. Developing Phase II Group 4:30  
*The Group will develop and discuss how to implement a Phase II strategy.*
8. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, August 12<sup>th</sup> 2010 at 25 Van Ness, Room 330B from 3-5 pm.*
9. Adjournment Group 5:00

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HIV Health Services Planning Council

Policy and Procedure Manual Draft

Thursday, July 8, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

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**Committee Members Present:** Co-Chair John Andrews, Mary Lawrence Hicks, Steve Manley, Paul Margolis, Co-Chair Gerardo Ramos

**Committee Members Absent:** Wade Flores, Chris Harris

**Others Present:** Celinda Cantu [IHS-DPH]

**Support Staff Present:** Randy Allgaier, William Ching, T.J. Lee

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*Minutes*

**1. Introductions**

The meeting was called to order at 3:11 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

**2. Review/Approve Agenda – VOTE**

The Work Group reviewed and approved the July 8<sup>th</sup> 2010 agenda by consensus.

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**3. Review/Approve June 10<sup>th</sup> 2010 Minutes – VOTE**

The Work Group reviewed and approved the June 10<sup>th</sup> 2010 minutes by consensus.

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**4. Announcements**

- CS Allgaier made the following announcements:
  - i. There will be two Full Council Meetings this month: one on July 12<sup>th</sup> and another on July 26<sup>th</sup>
  - ii. The Council will receive presentations on HIV + Aging, Mega Trend analysis and Epi data; pre-summit orientation is on July 22<sup>nd</sup>
  - iii. CS Allgaier will not be in the area on the 12<sup>th</sup>.
  - iv. There will be an Outreach and Listening even at Derek Silva Residences on July 13<sup>th</sup>.
- CM Andrews announced that the Planning Council will table at the SF AIDS Walk on July 18.

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**5. Public Comment**

There was no public comment.

**6. Review Phase I**

The Work Group has done mostly cosmetic changes, reorganizing the manual, laying the groundwork for moving forward methodically.

The Work Group decided to present any recommended changes to Steering in September. Committee Co-Chair Ramos presented the Work Group with a draft version of the presentation. He also encouraged the Work Group to email him any suggestions and recommendations. Co-Chair Ramos will make copies of the newly revised binder.

A copy of the draft version is on file at the Council Support Staff office.

## 7. Developing Phase II

The Work Group discussed how to implement at Phase II strategy, which includes revising, deleting and adding policies. The Work Group also discussed how to prepare to present changes to Steering and to invite other Council Members for their input.

The Work Group started reviewing and recommended changes to the newly revised Policy and Procedure Manual, which Council Support has compiled. The track changes have been recorded electronically.

- 2.6a – added language: “If the co-chair is elected to complete a partial term, that partial term does not count toward the three consecutive term limit.” Also waiting until conflict resolution policy is established.

MOTION-CM Manley/CM Margolis: To add the above line. Motion passed by consensus.

- 2.6b – added language: “If the co-chair is elected to complete a partial term, that partial term does not count toward the three consecutive term limit.”

MOTION-CM Manley/CM Margolis: To add the above line. Motion passed by consensus.

- 2.6c – deleted by-laws, made changes to items #3 and #4 under qualifications.

MOTION-CM Margolis /CM Hicks: to make the above changes. Motion passed by consensus.

- 4.7 – removed items # 2 and #6.

MOTION-CM Margolis /CM Hicks: to make the above changes. Motion passed by consensus.

- 7.1 – removed by-laws and a few word changes.

MOTION-CM Margolis/CM Hicks: to make the above changes. Motion passed by consensus.

## 8. Next Meeting & Agenda Items

The next meeting is tentatively scheduled for Thursday August 12<sup>th</sup> 2010 from 3-5 pm.

### a. Parking Lot:

- i. Creating a running list of all policies that need to be reworked
- ii. Develop Phase II
- iii. Glossary of terms, acronyms
- iv. Recommend creating a resource guide
- v. How to include more information about H-CAP in P&P

## 9. Adjournment

The meeting was adjourned by Co-Chair Andrews at 5 pm.



HIV Health Services Planning Council  
Policy and Procedure Manual Workgroup  
Thursday, August 12, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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*Draft* Agenda

1. Introductions Group 3:00
2. Review/Approve Agenda – VOTE Group 3:05
3. Review/Approve July 8<sup>th</sup> 2010 DRAFT Minutes – VOTE Group 3:07
4. Announcements Group 3:10
5. Public Comments Group 3:13
6. Developing Phase II Group 3:15  
*The Work Group will continue revising the Policy and Procedure Manual.*
7. Presentation/Update to Steering Group 4:30  
*The Work Group will discuss presenting recommendations to Steering in September.*
8. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, September 9<sup>th</sup> 2010 at 25 Van Ness, Room 330B from 3-5 pm.*
9. Adjournment Group 5:00

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25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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## HIV Health Services Planning Council

POLICY & PROCEDURES WORKGROUP

Thursday, August 12, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

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**Committee Members Present:** John Andrews, Wade Flores, Mary Lawrence Hicks, Paul Margolis

**Committee Members Absent:** Chris Harris, Cherrlynn Hubbard, Steve Manley, Gerardo Ramos

**Others Present:** Celinda Cantu [DPH-HHS], Veronica Pillatzke, Charles Siron

**Support Staff Present:** William Ching, T.J. Lee

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### Draft Minutes

#### 1. Introductions

The meeting was called to order at 3:14 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve Agenda – VOTE

The Work Group reviewed and approved the August 12<sup>th</sup> 2010 agenda by consensus.

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#### 3. Review/Approve July 8<sup>th</sup> 2010 Minutes – VOTE

The Work Group reviewed and approved the July 8<sup>th</sup> 2010 minutes by consensus.

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#### 4. Announcements

- CM Andrews made the following announcements:
  - i. There will be an event to commemorate the signing of Ryan White at noon on August 18<sup>th</sup> in front of City Hall.
  - ii. The Summit is on August 20<sup>th</sup>.

#### 5. Public Comment

There was no public comment.

#### 6. Developing Phase II

The Work Group has made the following changes:

1. Section 7.3 has been completely removed from the manual.
2. Sections 7.4-7.6 (formerly known as “7.4 Applying for Council Membership,” “7.5 Committee Interview and Nominations Policy,” and “7.6 Appointment Process Policy May 2006”) has been combined into one section now titled: “Council Member Application, Interview and Appointment Process.”
3. Section 7.7 “Term Length” will be left as a standalone policy.

**7. Presentation/Update to Steering**

The Work Group briefly discussed how to best present recommendations to Steering and the Full Council. The Work Group proposed reviewing the presentation CM Ramos has previously put together as well as adding an item on the agenda for the next Membership Committee meeting.

**8. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, September 9<sup>th</sup> 2010 from 3-5 pm.

a. Parking Lot:

- i. Creating a running list of all policies that need to be reworked
- ii. Glossary of terms, acronyms
- iii. Recommend creating a resource guide
- iv. How to include more information about H-CAP in P&P

**9. Adjournment**

The meeting was adjourned by Co-Chair Andrews at 4:48 pm.

HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, September 9, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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AUG 31 2010

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*Draft* Agenda

1. Introductions Group 3:00
2. Review/Approve September 9<sup>th</sup> 2010 Agenda – VOTE Group 3:05
3. Review/Approve August 12<sup>th</sup> 2010 DRAFT Minutes – VOTE Group 3:07
4. Announcements Group 3:10
5. Public Comments Group 3:13
6. Developing Phase II Group 3:15  
*The Work Group will continue revising the Policy and Procedure Manual.*
7. Presentation/Update to Steering Group 4:40  
*The Work Group will discuss presenting recommendations to Steering in September.*
8. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, September 9<sup>th</sup> 2010 at 25 Van Ness, Room 330B from 3-5 pm.*
9. Adjournment Group 5:00

Parking Lot:

- Glossary of terms, acronyms
- Recommend creating a training manual
- How to include more information about H-CAP in P&P
- List of policies that need rework

9. Adjournment

Group 5:00

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## HIV Health Services Planning Council

POLICY WORKING GROUP ON POLICIES AND PROCEDURES

Thursday, September 9, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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**Committee Members Present:** Chris Harris, Steve Manley, Gerardo Ramos

**Committee Members Absent:** John Andrews, Wade Flores, Mary Lawrence Hicks, Cherrlynn Hubbard, Paul Margolis

**Others Present:** Celinda Cantu [DPH-HHS]

**Support Staff Present:** William Ching

### *Draft Notes*

#### 1. Introductions

The meeting was called to order at 3:05 pm by Co-Chair Ramos. Everyone introduced themselves and quorum was not established.

#### 2. Review/Approve Agenda – VOTE

The Work Group reviewed and did not approve the agenda due to lack of quorum.

#### 3. Review/Approve August 12<sup>th</sup> 2010 Minutes – VOTE

The Work Group reviewed and did not approve the August 12<sup>th</sup> 2010 minutes due to lack of consensus.

**AMENDMENT:** Change the date to August 12.

#### 4. Announcements

There were no announcements.

#### 5. Public Comment

There was no public comment.

#### 6. Developing Phase II

The Work Group discussed residency requirements (7.3) and reaffirmed the past recommendation to delete the policy from the manual. A Council Member is not required to live within the EMA in order to serve.

The Work Group also reviewed previous recommendations, spending particular time looking over the changes to 7.4-7.6 (formerly "7.4 Applying for Council Membership," "7.5 Committee Interview and Nominations Policy," and "7.6 Appointment Policy May 2006") and the Group's decision to consolidate these three free standing policies into one document, which will be titled "Council Member Application, Interview and Appointment Process."

The Work Group discussed at length on regarding the proper channels for the grievance policy (Council vs. Committee Co-Chairs); maintaining confidentiality; and introduced a time line to the grievance process on 7.8 Involuntary Removal and Discipline policy.

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Minutes\September 9 Policies and Procedures Work Group DRAFT Notes.docx

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The Work Group and made the following recommendations:

a) **Section 7.8**

- i) Adding a time line to the grievance and investigation process; adding a reference to the Rules of Respectful Engagement; removing reference to the Sunshine Ordinance (to allow leeway around confidentiality)
- ii) Spinning Section III (Removal Due to Change in Status) off as its own freestanding policy
- iii) Other cosmetic and grammar changes

**7. Presentation/Update to Steering**

The Work Group acknowledged the Phase II will require more time than the current November deadline and briefly discussed presenting recommendations made thus far to Steering and the logistics behind presenting the recommendations to the Full Council.

The Phase I presentation will include the table of contents and a review of both cosmetic and organizational changes. The Phase II presentation may occur in January 2011.

Co-Chair Ramos invited feedback from the other group members in time for the Steering Committee meeting.

**8. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, October 14<sup>th</sup> 2010 from 3-5 pm.

a. **Parking Lot:**

- i. Creating a running list of all policies that need to be reworked
- ii. Glossary of terms, acronyms
- iii. Recommend creating a resource guide
- iv. How to include more information about H-CAP in P&P

**9. Adjournment**

The meeting was adjourned by Co-Chair Ramos at 4:54 pm.



## HIV Health Services Planning Council

### POLICY AND PROCEDURE WORK GROUP

Thursday, October 14, 2010

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

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### Draft Agenda

- |  |            |
|--|------------|
| 1. Introductions   | Group 3:00 |
| 2. Review/Approve October 14 <sup>th</sup> 2010 Agenda – VOTE  | Group 3:05 |
| 3. Review/Approve August 12 <sup>th</sup> 2010 DRAFT Minutes and September 9 <sup>th</sup> Notes – VOTE  | Group 3:07 |
| 4. Announcements   | Group 3:10 |
| 5. Public Comments   | Group 3:13 |
| 6. Developing Phase II<br><i>The Work Group will continue revising the Policy and Procedure Manual.</i>  | Group 3:15 |
| 7. Next Meeting Date & Agenda Items<br><i>The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, November 11<sup>th</sup> 2010 at 25 Van Ness, Room 330B from 3-5 pm.</i> | Group 4:55 |
| 8. Adjournment   | Group 5:00 |

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## HIV Health Services Planning Council

POLICY AND PROCEDURE WORK GROUP

Thursday, December 9, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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### *Draft Agenda*

1. Introductions Group 3:00
2. Review/Approve December 9<sup>th</sup> 2010 Agenda – VOTE Group 3:05
3. Review/Approve August 12<sup>th</sup> 2010 DRAFT Minutes and September 9<sup>th</sup> Notes – VOTE Group 3:07
4. Announcements Group 3:10
5. Public Comments Group 3:13
6. Co-Chair Elections Group 3:15  
*The Committee will nominate and vote on new co-chairs.*
7. Developing Phase II Group 3:25  
*The Work Group will continue revising the Policy and Procedure Manual.*
8. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, January 13<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.*
9. Adjournment Group 5:00

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, December 9, 2010  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

---

Committee Members Present: John Andrews, Chris Harris, Veronica Pillatzke

Committee Members Absent: Wade Flores, Mary Lawrence Hicks, Steve Manley [E], Gerardo Ramos

Others Present: Celinda Cantu [DPH-HHS]

Support Staff Present: William Ching, T.J. Lee

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*Draft Notes*

**1. Introductions**

The meeting was called to order at 3:15 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was not established.

**2. Review/Approve Agenda – VOTE**

The Work Group reviewed and did not approve the agenda due to lack of quorum.

**3. Review/Approve August 12<sup>th</sup> DRAFT Minutes and September 9<sup>th</sup> DRAFT Notes – VOTE**

The Work Group reviewed and did not approve the August 12<sup>th</sup> and the September 9<sup>th</sup> DRAFT Notes minutes due to lack of quorum.

**4. Announcements**

- CS Lee announced the following:
  - CM Molnar will take a leave of absence from the Full Council and serve as interim Council Director.
  - The January 24 Full Council meeting will be shortened to make time for the CAEAR Coalition dinner later that evening. All Council Members are invited to attend.
- CM Andrews presented small gifts to all in attendance.

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**5. Public Comment**

There was no public comment.

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**6. Co-Chair Elections**

The Work Group will leave co-chair nominations open until the next meeting.

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**7. Developing Phase II**

Since the Work Group hasn't met for over two months, the Members decided to review recent changes to the manual.

The Work Group started with Section 7.8 "Council Member: Involuntary Removal and Discipline Policy," the latest policy to be revised. Work Group members discussed the possibility of presenting all changes regarding Council and committee membership to the Membership Committee. The Work Group reached consensus and

will now identify policies to present to Membership from now on. On 12/8, Work Group members made minor changes, such as using "involved parties" instead of "witnesses." They also proposed deleting the section that requires that this policy be reviewed annually, or whenever there are changes to Ryan White legislation or HRSA regulations.

On Section 7.9 "Committee Assignments," Work Group members eliminated a policy that dictates the minimum and maximum number of Council Members on each committee. Further modifications also include clearly stating that the Steering Committee, ad hoc groups, etc. do not count as home committees and that the Membership Committee may make exceptions to these policies as it sees fit.

The Work Group members found that Section 7.10 "Leave of Absence" reads well.

Section 7.11 "Excused Absences Due to Illness Policy" needs further discussion.

8. Next Meeting & Agenda Items

The next meeting is tentatively scheduled for Thursday, January 13<sup>th</sup> 2010 from 3-5 pm.

a. Parking Lot:

- i. Glossary of terms, acronyms
- ii. Recommend creating a resource guide
- iii. How to include more information about H-CAP in the DRAFT
- iv. Printing out all corrections made thus far

9. Adjournment

The meeting was adjourned by Co-Chair Andrews at 4:54 pm.



HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, January 13, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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*Draft Agenda*

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|--|------------|
| 1. Introductions   | Group 3:00 |
| 2. Review/Approve January 13 <sup>th</sup> 2011 Agenda – VOTE  | Group 3:05 |
| 3. Review/Approve December 9 <sup>th</sup> 2010 DRAFT Notes – VOTE<br>September 9 <sup>th</sup> 2010 DRAFT Notes<br>August 12 <sup>th</sup> 2010 DRAFT Minutes   | Group 3:07 |
| 4. Announcements   | Group 3:10 |
| 5. Public Comments   | Group 3:13 |
| 6. Co-Chair Elections<br><i>The Committee will nominate and vote on new co-chairs.</i>   | Group 3:15 |
| 7. Developing Phase II<br><i>The Work Group will continue revising the Policy and Procedure Manual.</i>  | Group 3:25 |
| 8. Next Meeting Date & Agenda Items<br><i>The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, February 10<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.</i>   | Group 4:55 |
| <p>Parking Lot:</p> <ul style="list-style-type: none"><li>• Glossary of terms, acronyms</li><li>• Recommend creating a training manual</li><li>• How to include more information about H-CAP in P&amp;P</li><li>• Printing out all corrections made thus far</li></ul> |            |
| 9. Adjournment   | Group 5:00 |

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## HIV Health Services Planning Council

BY-LAW AND POLICY GROUP WORK SESSION

Thursday, January 13, 2011

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

Committee Members Present: John Andrews, Mary Lawrence Hicks, Veronica Pillatzke

Committee Members Absent: Wade Flores, Chris Harris, Steve Manley [LOA], Gerardo Ramos

Others Present: Celinda Cantu [DPH-HHS], Charles Siron

Support Staff Present: William Ching

### Draft Notes

#### 1. Introductions

The meeting was called to order at 3:14 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was not established.

#### 2. Review/Approve Agenda – VOTE

The Work Group reviewed and did not approve the agenda due to lack of quorum.

#### 3. Review/Approve December 9<sup>th</sup> 2010 DRAFT Notes – VOTE

September 9<sup>th</sup> DRAFT Notes

August 12<sup>th</sup> DRAFT Minutes

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The Work Group reviewed and did not approve the December 9<sup>th</sup> 2010 DRAFT Notes, September 9<sup>th</sup> 2010 DRAFT Notes and August 12<sup>th</sup> 2010 DRAFT Minutes due to lack of quorum.

#### 4. Announcements

- CM Andrews announced that Steering has extended the time the Workgroup needs to work on the Manual indefinitely.

#### 5. Public Comment

There was no public comment.

#### 6. Co-Chair Elections

The Work Group will leave co-chair nominations open until the next meeting.

#### 7. Developing Phase II

CM Andrews has reviewed the current policy groupings and has proposed a revised listing, explaining its logic to the Workgroup. He proposed Phase III, which will include the training manual.

Overall, the Workgroup continued reviewing policies, starting with 7.11 and continued onwards until the end of the section. Aside from minor cosmetic and grammatical changes, some notable changes include:

7.11 Deleting By-law references.

Page 1 of 2

7.12 Moving "If a member should choose to resign before the end of his/her term, the resignation should be submitted in writing to one of the Council Co-chairs or to Council Support. If no written resignation is received a letter acknowledging the verbal resignation will be sent" to the top of the document.

7.13 Minor change: Renaming Ryan White Act to Ryan White Program:

7.14 Minor change: fully elaborating sentences detailing the roles of council members and Council Support.

7.15 Minor change: changing competency checklist to Mentor Program Guidelines.

7.16 Minor change: Ryan White Program; deleting paragraph detailing council vacancy advertisements; prospective council applicant guidelines (redundant)

7.17 Changing title of document to Proxy Designation & Voting; delete By-law reference; reference to proxy form.

**8. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, February 10<sup>th</sup>, 2011 from 3-5 pm.

a. Parking Lot:

- i. Glossary of terms, acronyms
- ii. Recommend creating a resource guide
- iii. How to include more information about H-CAP in P
- iv. Printing out all corrections made thus far

**9. Adjournment**

The meeting was adjourned by Co-Chair Andrews at 4:58 pm.



## HIV Health Services Planning Council

POLICY AND PROCEDURE WORK GROUP

Thursday, February 10, 2011

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

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### Draft Agenda

- |   |            |
|---|------------|
| 1. Introductions  | Group 3:00 |
| 2. Review/Approve February 10 <sup>th</sup> 2011 Agenda – VOTE  | Group 3:05 |
| 3. Review/Approve January 13 <sup>th</sup> 2011 DRAFT Notes – VOTE<br>December 9 <sup>th</sup> 2010 DRAFT Notes<br>September 9 <sup>th</sup> 2010 DRAFT Notes<br>August 12 <sup>th</sup> 2010 DRAFT Minutes   | Group 3:07 |
| 4. Announcements  | Group 3:10 |
| 5. Public Comments  | Group 3:13 |
| 6. Co-Chair Elections<br><i>The Committee will nominate and vote on new co-chairs.</i>  | Group 3:15 |
| 7. Developing Phase II<br><i>The Work Group will continue revising the Policy and Procedure Manual.</i>   | Group 3:25 |
| 8. Next Meeting Date & Agenda Items:<br><i>The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, March 10<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.</i>  | Group 4:55 |
| <p><i>Parking Lot:</i></p> <ul style="list-style-type: none"><li>• Glossary of terms, acronyms</li><li>• Recommend creating a training manual</li><li>• How to include more information about H-CAP in P&amp;P</li><li>• Printing out all corrections made thus far</li></ul> |            |
| 9. Adjournment  | Group 5:00 |
- 

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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109

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San Francisco Department of Public Health, AIDS Office

25 Van Ness Avenue, 3rd Floor, San Francisco, CA 94102

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, February 10, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

APR 12 2011

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Committee Members Present: John Andrews, Wade Flores, Chris Harris, Mary Lawrence Hicks, Steve Manley

Committee Members Absent: Veronica Pillatzke, Gerardo Ramos

Others Present:

Support Staff Present: William Ching

*Draft Minutes*

**1. Introductions**

The meeting was called to order at 3:09 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

**2. Review/Approve February 10<sup>th</sup> 2011 Agenda – VOTE**

The Work Group reviewed and approved the agenda by consensus.

**3. Review/Approve January 13<sup>th</sup> 2011 DRAFT Notes – VOTE**

December 9<sup>th</sup> 2010 DRAFT Notes

September 9<sup>th</sup> 2010 DRAFT Notes

August 12<sup>th</sup> 2010 DRAFT Minutes

The Work Group reviewed and approved the January 13<sup>th</sup> 2011 DRAFT Notes, December 9<sup>th</sup> 2010 DRAFT Notes, September 9<sup>th</sup> 2010 DRAFT Notes and August 12<sup>th</sup> 2010 DRAFT Minutes by consensus.

**4. Announcements**

- CM Flores announced that he will partake in a three part series on Telemundo about Latinos living with HIV/AIDS. The series will broadcast in June.
- CM Manley announced that he was interviewed by KPFA about HIV and Aging and that he also made a presentation to the Mayor's Commission on Disability.
- CM Andrews will present at the San Mateo Board of Aging.
- CS Lee announced that he will partake in a DVD documentary about the positive effects of yoga on people living with HIV/AIDS.
- CM Harris announced that the film *We Were Here* will premiere at the Castro Theater on February 25<sup>th</sup> 2011.

**5. Public Comment**

There was no public comment.

**6. Co-Chair Elections**

The Work Group nominated and elected CMs Andrews and Ramos as Co-chairs of the Policy and Procedure Workgroup by consensus.

## **7. Developing Phase II**

CM Andrews gave the Workgroup a short report back on what occurred at the Steering Retreat in January, including any Workgroup progress made thus far. He went on to clarify what he will present to the Membership Committee on Monday. CM Andrews will present overall changes and general themes on suggested policy changes to policies that pertain to Council membership and the application process.

The Workgroup then reviewed the issue of attendance, lack of quorum and letters to Council Members, focusing on Document 7.1. The Workgroup thought it was important to further distinguish between the letters of warning and probation, e.g. what would trigger either letter and what would a Council Member need to do in order to resolve the issue. Instead of drafting a new policy on member attendance, the Workgroup thought it would be more prudent to make existing ones more clear:

- How to clarify existing policy
- How to communicate it to the Council
- How to make the letters more clear

The Workgroup decided to table this item until the next meeting, when the Workgroup has a better idea of the language within the letters of warning and probation.

Moving on, the Workgroup decided that the CAEAR Coalition representative should not have term limits or a specific removal policy given the steep learning curve and time commitment. The Workgroup also acknowledged that whoever the representative is, he or she is dedicating more time than required for Council activities.

The Workgroup discussed whether it is premature to present proposed changes to the Membership Committee and the possibility of postponing the presentation until the Workgroup's work is more finalized.

## **B. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, March 15<sup>th</sup> 2011 from 3-5 pm.

### **b. Parking Lot:**

- i. Glossary of terms, acronyms
- ii. Recommend creating a resource guide
- iii. How to include more information about H-CAP in PBP
- iv. Printing out all corrections made thus far

## **B. Adjournment**

The meeting was adjourned by Co-Chair Andrews at 4:58 pm.



HIV Health Services Planning Council

POLICY AND PROCEDURE WORK GROUP

Thursday, March 10, 2011

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

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*Draft Agenda*

1. Introductions Group 3:00
2. Review/Approve March 10<sup>th</sup> 2011 Agenda – VOTE Group 3:05
3. Review/Approve February 10<sup>th</sup> DRAFT Minutes – VOTE Group 3:07
4. Announcements Group 3:10
5. Public Comments Group 3:13
6. Presentation Report Back Group 3:15  
*The Co-chairs will report back on the meeting with the Membership Committee.*
7. Review our current process and discuss possible next steps – VOTE Group 3:25
8. Developing Phase II Group 4:00  
*The Work Group will continue revising the Policy and Procedure Manual.*
9. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, April 14<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.*
10. Adjournment Group 5:00

*Parking Lot:*

- *Glossary of terms, acronyms*
- *Recommend creating a training manual*
- *How to include more information about H-CAP in P&P*
- *Printing out all corrections made thus far*

10. Adjournment

Group 5:00

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Page 1 of 2

## **7. Developing Phase II**

CM Andrews gave the Workgroup a short report back on what occurred at the Steering Retreat in January, including any Workgroup progress made thus far. He went on to clarify what he will present to the Membership Committee on Monday. CM Andrews will present overall changes and general themes on suggested policy changes to policies that pertain to Council membership and the application process.

The Workgroup then reviewed the issue of attendance, lack of quorum and letters to Council Members, focusing on Document 7.1. The Workgroup thought it was important to further distinguish between the letters of warning and probation, e.g. what would trigger either letter and what would a Council Member need to do in order to resolve the issue. Instead of drafting a new policy on member attendance, the Workgroup thought it would be more prudent to make existing ones more clear:

- How to clarify existing policy
- How to communicate it to the Council
- How to make the letters more clear

The Workgroup decided to table this item until the next meeting, when the Workgroup has a better idea of the language within the letters of warning and probation.

Moving on, the Workgroup decided that the CAEAR Coalition representative should not have term limits or a specific removal policy given the steep learning curve and time commitment. The Workgroup also acknowledged that whoever the representative is, he or she is dedicating more time than required for Council activities.

The Workgroup discussed whether it is premature to present proposed changes to the Membership Committee and the possibility of postponing the presentation until the Workgroup's work is more finalized.

## **8. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, March 18<sup>th</sup> 2011 from 3-5 pm.

### **a. Parking Lot:**

- i. Glossary of terms, acronyms
- ii. Recommend creating a resource guide
- iii. How to include more information about H-CAP in P&P
- iv. Printing out all corrections made thus far

## **9. Adjournment**

The meeting was adjourned by Co-Chair Andrews at 4:58 pm.



HIV Health Services Planning Council

POLICY AND PROCEDURE WORK GROUP

Thursday, March 10, 2011

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

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*Draft Agenda*

1. Introductions Group 3:00
  2. Review/Approve March 10<sup>th</sup> 2011 Agenda – VOTE Group 3:05
  3. Review/Approve February 10<sup>th</sup> DRAFT Minutes – VOTE Group 3:07
  4. Announcements Group 3:10
  5. Public Comments Group 3:13
  6. Presentation Report Back Group 3:15  
*The Co-chairs will report back on the meeting with the Membership Committee.*
  7. Review our current process and discuss possible next steps – VOTE Group 3:25
  8. Developing Phase II Group 4:00  
*The Work Group will continue revising the Policy and Procedure Manual.*
  9. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, April 14<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.*
  10. Adjournment Group 5:00
- 

*Parking Lot:*

- Glossary of terms, acronyms
- Recommend creating a training manual
- How to include more information about H-CAP in P&P
- Printing out all corrections made thus far

10. Adjournment

Group 5:00

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Page 1 of 2

Workgroup. Stressing consistency, CM Andrews wondered how the Workgroup can collectively look at the work it has done so far.

Celinda Cantu [DPH-HHS] also stressed the need for consistency and for a process that would take into account. CS Lee relayed CM Siron's suggestion for the Policy and Procedure Workgroup to meet more than once a month. Some Workgroup members felt the need to fix its process is more prudent before considering to meet more often.

The Workgroup also briefly discussed how to present the changes to the Council at-large. CS Molnar suggested conducting a presentation using the revised table of contents as a means to illustrate general changes in the manual, as well as to increase Council member buy-in.

**8. Developing Phase II**

The Workgroup decided to table this agenda item until next month.

**9. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, April 14<sup>th</sup> 2011 from 3-5 pm.

**8. Parking Lot:**

- i. Glossary of terms, acronyms
- ii. Recommend creating a resource guide
- iii. How to include more information about H-CAP in P&P
- iv. Printing out all corrections made thus far

**10. Adjournment**

The meeting was adjourned by Co-Chair Andrews at 4:21 pm.



HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, April 14, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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*Draft Agenda*

1. Introductions Group 3:00
2. Review/Approve April 14<sup>th</sup> 2011 Agenda – VOTE Group 3:05
3. Review/Approve March 10<sup>th</sup> and February 10<sup>th</sup> 2011 DRAFT Notes – VOTE Group 3:07
4. Announcements Group 3:10
5. Public Comments Group 3:13
6. Policy and Procedure Review – VOTE Group 3:15  
*The Committee will review policies and procedures with Council Support.*
7. Developing Phase II Group 4:30  
*The Work Group will continue revising the Policy and Procedure Manual.*
8. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, May 12<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.*
9. Adjournment Group 5:00

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730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
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*Ness and the Metro stations at Van Ness and Market and at Civic Center.  
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## HIV Health Services Planning Council

POLICY AND PROCEDURE WORK GROUP

Thursday, April 14, 2011

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B

3-5 pm

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**Committee Members Present:** John Andrews, Chris Harris, Steve Manley, Gerardo Ramos

**Committee Members Absent:** Wade Flores, Mary Lawrence Hicks, Veronica Pillatzke

**Others Present:** Celinda Cantu [DPH-HHS]

**Support Staff Present:** William Ching, Mark Molnar, T.J. Lee

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 3:12 pm by Co-Chair Ramos. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve April 14<sup>th</sup> 2011 Agenda – VOTE

The Work Group reviewed and approved the April 14<sup>th</sup> 2011 DRAFT agenda by consensus.

#### 3. Review/Approve February 10<sup>th</sup> and March 10<sup>th</sup> 2011 DRAFT Notes – VOTE

The Work Group reviewed and did approve the February 10<sup>th</sup> and March 10<sup>th</sup> 2011 DRAFT Minutes by consensus.

#### 4. Announcements

- CM Ramos has been collaborating with others to clean up the housing waiting list. The San Francisco AIDS Foundation will be releasing a recertification process within the coming months. He requested some time at a Council meeting to present the changes to the members.

#### 5. Public Comment

There was no public comment.

#### 6. Policy and Procedure Review – VOTE

Council Support has reviewed the majority of the policies and agrees with the overall structure of the proposed changes (i.e. table of contents, etc.).

Regarding the CAEAR Coalition Representative, both Council Support and the Workgroup reached a consensus to not limit the term length of the representative, given the steep learning curve and big time commitment. CS Andrews suggested that if other Council Members are interested in the position, they are able to apply as an alternate. They are also welcome to participate on the conference calls. Some members expressed some concern about indefinite term lengths to be undemocratic. Other suggested that instead of using wording such as "term length" or "term limits," the Council may opt to use "term agreements." The Council may also vote to renew the CAEAR representative with the understanding that the representative may hold that position long term.

Celinda Cantu suggested switching Section "B" with Section "C" in the proposed table of contents. The Workgroup agreed to vote on any changes in an omnibus motion at the end of the meeting.

The Workgroup then began reviewing policies and procedures starting with **Section 2**.

**2.2** The Workgroup suggested splitting the organizational chart, one for administration and the other, for Council and Committee structure. Members wondered whether or not to include the HIV Consumer Advocate in either charts because of the different contract.

**2.3** Changes to the GPA and POI Mission Statements.

**2.7** Will be removed.

**3.2** Will be removed.

**4.6** Discussed the role and rules of POI, whose jurisdiction, etc.

**4.7** Council Members want to consolidate the Council Conflict of Interest form with the State's FPPC 700 form. They also want to include any conflicts of interest on Council Members' name cards.

**4.8** The Workgroup discussed public comments and if the Council should implement the public comment policy to ensure that meetings run smoothly and are on time. Members also wanted to make sure that the Council is in compliance with state and local ordinances.

**MOTION-CM Andrews/CM Harris:** To adopt all proposed changes.

**Motion passed by consensus.**

**7. Developing Phase II**

The Workgroup decided to table this agenda item until next month.

**8. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, May 12<sup>th</sup> 2011 from 3-5 pm.

- a. Parking Lot:
  - i. Glossary of terms, acronyms
  - ii. Recommend creating a resource guide
  - iii. How to include more information about H-CAP in P&P
  - iv. Printing out all corrections made thus far

**9. Adjournment**

The meeting was adjourned by Co-Chair Ramos at 4:50 pm.



HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, May 12, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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*Draft Agenda*

1. Introductions Group 3:00
2. Review/Approve May 12<sup>th</sup> 2011 Agenda – VOTE Group 3:05
3. Review/Approve April 14<sup>th</sup> 2011 DRAFT Minutes – VOTE Group 3:07
4. Announcements Group 3:10
5. Public Comments Group 3:13
6. Policy and Procedure Review – VOTE Group 3:15  
*The Committee will review policies and procedures with Council Support.*
7. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, June 9<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.*
8. Adjournment Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
\*\*\*\*\*

San Francisco Department of Public Health, AIDS Office  
25 Van Ness Avenue, 3rd Floor, San Francisco, CA 94102

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, May 12, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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**Committee Members Present:** John Andrews, Wade Flores, Steve Manley

**Committee Members Absent:** Chris Harris [LOA], Mary Lawrence Hicks

**Others Present:**

**Support Staff Present:** William Ching, T.J. Lee

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*Draft Minutes*

**1. Introductions**

The meeting was called to order at 3:13 pm by Co-Chair Ramos. Everyone introduced themselves and quorum was not established.

**2. Review/Approve May 12<sup>th</sup> 2011 Agenda – VOTE**

The Work Group reviewed and did not approve the April 14<sup>th</sup> 2011 DRAFT agenda due to lack of quorum.

**3. Review/Approve April 14<sup>th</sup> 2011 DRAFT Notes – VOTE**

The Work Group reviewed and did approve the April 14<sup>th</sup> 2011 DRAFT Minutes due to lack of quorum.

**4. Announcements**

- CM Flores announced that Hispanics/Latinos/Chicanos may be broken out into separate categories in Southern California.

**5. Public Comment**

There was no public comment.

**6. Policy and Procedure Review – VOTE**

Council Support has reviewed several of the policies and agrees with the overall structure of the proposed changes (i.e. table of contents, etc.).

CS Lee continued the conversation, beginning with **11.2 Letters of Support**. The main issue stems from the last sentence in the last paragraph. CM Manley states that there are no HRSA requirements regarding the Council taking positions on particular pieces of legislations or acts. The Council does not support candidates, but it is able to take stands on issues. CS Lee will double check with the policy. CM Andrews stated that the policy lacks a process to bring letters to the Council for review/approval. The Workgroup moved to eliminate the last paragraph in the policy.

**6.5 Development of Council Agenda** The Workgroup discussed adding a sentence that would explain a 72-hour notice of Council agendas.

**7.3 Residency Requirements Removed**

**7.4 Council Member Application, Interview and Appointment Process** The Council again discussed the actual process versus practice through which prospective Council applicants apply for membership.

**7.5-7.7 Removed**

**7.8 "Discipline"** has been changed to "Corrective Action" and eliminated references to assigned seats.

**7. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, June 9<sup>th</sup> 2011 from 3-5 pm.

a. **Parking Lot:**

- i. Glossary of terms, acronyms
- ii. Recommend creating a resource guide
- iii. How to include more information about H-CAP in P&P
- iv. Printing out all corrections made thus far

**8. Adjournment**

The meeting was adjourned by Co-Chair Andrews at 5:09 pm.



HIV Health Services Planning Council  
 POLICY AND PROCEDURE WORK GROUP  
**Thursday, June 9, 2011**  
**Department of Public Health**  
**25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B**  
**3-5 pm**

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*Draft Agenda*

- |  |            |
|--|------------|
| <b>1. Introductions</b>  | Group 3:00 |
| <b>2. Review/Approve June 9<sup>th</sup> 2011 Agenda – VOTE</b>  | Group 3:05 |
| <b>3. Review/Approve April 14<sup>th</sup> and May 12<sup>th</sup> 2011 DRAFT Minutes – VOTE</b>   | Group 3:07 |
| <b>4. Announcements</b>  | Group 3:10 |
| <b>5. Public Comments</b>  | Group 3:13 |
| <b>6. Policy and Procedure Review – VOTE</b><br><i>The Committee will review policies and procedures with Council Support.</i>   | Group 3:15 |
| <b>7. Next Meeting Date &amp; Agenda Items</b><br><i>The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, July 14<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.</i>        | Group 4:55 |
| <b>Parking Lot:</b><br><ul style="list-style-type: none"> <li>• Glossary of terms, acronyms</li> <li>• Recommend creating a training manual</li> <li>• How to include more information about H-CAP in P&amp;P</li> </ul> |            |
| <b>8. Adjournment</b>  | Group 5:00 |

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HIV Health Services Planning Council  
 730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
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San Francisco Department of Public Health, AIDS Office  
 25 Van Ness Avenue, 3rd Floor, San Francisco, CA 94102

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, July 14, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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*Draft Agenda*

1. Introductions Group 3:00
2. Review/Approve July 14<sup>th</sup> 2011 DRAFT Agenda – VOTE Group 3:05
3. Review/Approve April 14<sup>th</sup> and May 12<sup>th</sup> 2011 DRAFT Minutes – VOTE Group 3:07
4. Announcements Group 3:10
5. Public Comments Group 3:13
6. Committee Co-Chair Elections Group 3:15  
*The Committee will elect a new co-chair.*
7. Developing Phase II Group 3:25  
*The Committee will review policies and procedures with Council Support.*
8. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, August 11<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.*
9. Adjournment Group 5:00

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP

Thursday, July 14, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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**Committee Members Present:** John Andrews, Chris Harris, Mary Lawrence Hicks, Steve Manley

**Committee Members Absent:** Wade Flores

**Others Present:** Billie Jean Kanios

**Support Staff Present:** William Ching, T.J. Lee, Mark Molnar

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*Draft Minutes*

**1. Introductions**

The meeting was called to order at 3:05 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

**2. Review/Approve July 14<sup>th</sup> 2011 DRAFT Agenda – VOTE**

The Work Group reviewed and approved the July 14<sup>th</sup> 2011 DRAFT agenda by consensus.

**3. Review/Approve April 14<sup>th</sup> and May 12<sup>th</sup> 2011 DRAFT Notes – VOTE**

The Work Group reviewed and approved the April 14<sup>th</sup> and May 12<sup>th</sup> 2011 DRAFT Notes by consensus.

**4. Announcements**

- CS Lee announced that there will be Council meeting on August 22 in addition to the Summit occurring on August 26. CS Lee also announced that August 18 will commemorate the signing of Ryan White legislation
- CS Molnar reminded Council members to complete the Summit survey as soon as possible and that he will be out of town the last week of July.

**5. Public Comment**

There was no public comment.

**6. Committee Co-Chair Elections**

CM Andrews opened nominations for a new Co-chair of the Policy and Procedure Workgroup after the resignation of CM Ramos due work and additional Council responsibilities. Nominations will remain open until next month. CM Andrews also briefly reviewed the history and purpose of the Workgroup for CM Kanios.

**7. Developing Phase II – VOTE**

Council Support continued to work with the Workgroup in reviewing and revising policies and procedures first for clarity and then for content. The following policies will be forwarded to the Steering Committee for further consideration and approval. The Workgroup reviewed the following policies:

**2.3 Committee Descriptions and Mission Statements** – The Workgroup revised the mission statement for the Government and Provider Affairs Committee to reflect the latter's recent vote to amend their mission

statement. The Workgroup also amended language for the Points of Integration, removing its mission statement that is copied verbatim from the HIV Health Services Planning Council's mission statement. The Workgroup instead inserted a reference to the Memorandum of Understanding between the HHSPC and the HIV Prevention Planning Council (HPPC).

**4.6 Committee Motion and Voting Policy** – The Workgroup clarified language to show that only Planning Council members can vote on any motions in any committees. The Workgroup also added a bullet point item that "Workgroup and ad hoc group procedures for membership and voting will be determined by the group."

**4.7 Conflict of Interest Policy** – The Workgroup added a bullet point item stating that: "Council members who are PLWH who serve as staff or board members of RWPA funded services are also considered having conflict of interest in those service categories."

**6.5 Development of Council Agenda** – The Workgroup clarified the roles the Council Co-chairs have in developing and approving the Council agenda. The Steering Committee and the Council Co-chairs have the responsibility for developing the agenda for the Council Meeting. This shall be a regular item on the monthly Steering Committee agenda. If quorum is not achieved at Steering, Council Co-chairs will approve the final agenda.

**7.1 Meeting Attendance Requirements Policy** – The Workgroup talked at length about both letters of warning and of probation. At what does the lack of attendance and communication trigger either a warning or probationary status? This policy will be referred to the Membership Committee for further review.

**7.2 Demographic and Membership Selection Criteria Policy** – REMOVED.

**7.9 Committee Assignments** – No further changes.

**7.13 Council Member Reimbursement Policy** – The Workgroup decided to put this policy on hold while Council Support looks into similar policies for the New York and Los Angeles Planning Councils.

**7.16 Recruitment** – The Workgroup primarily emphasized that recruitment will be the charge of the Membership Committee, which can collaborate with the Consumer and Minority Affairs Committee. All Council members are encouraged to assist in Council member recruitment.

**7.17 Proxy Designation and Voting** – The Workgroup further elaborated on the use and restrictions of proxy votes. Of particular note:

- A designated proxy must be a voting member of the Council;
- A proxy may serve for two meetings for the purpose of maintaining representation of PLWH when a member is unable to attend due to illness;
- An individual Council member may serve as proxy for not more than one member.

**8. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, August 11<sup>th</sup> 2011 from 3-5 pm.

a. **Parking Lot:**

- i. Glossary of terms, acronyms
- ii. Recommend creating a resource guide
- iii. How to include more information about H-CAP in P&P

iv. Printing out all corrections made thus far

**9. Adjournment**

The meeting was adjourned by Co-Chair Andrews at 4:58 pm.





HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, August 11, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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1. Introductions Group 3:00
2. Review/Approve August 11<sup>th</sup> 2011 DRAFT Agenda – VOTE Group 3:05
3. Review/Approve July 14<sup>th</sup> 2011 DRAFT Minutes – VOTE Group 3:07
4. Announcements Group 3:10
5. Public Comments Group 3:13
6. Committee Co-Chair Elections – VOTE Group 3:15  
*The Committee will elect a new co-chair.*
7. Policy and Procedure Review – VOTE Group: 3:25  
*The Workgroup will revisit policies that have been returned from other Committees.*
8. Developing Phase II Group 4:00  
*The Committee will continue review policies and procedures with Council Support.*
9. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, September 8<sup>th</sup> 2011 at 25 Van Ness, Room 330B from 3-5 pm.*
10. Adjournment Group 5:00

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP

Thursday, August 11, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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Committee Members Present: John Andrews, Wade Flores

Committee Members Absent: Chris Harris [E], Mary Lawrence Hicks, Steve Manley [E]

Others Present: Celinda Cantu [DPH-HHS], Billie Jean Kanios

Support Staff Present: William Ching, Mark Molnar

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*Draft Minutes*

1. Introductions

The meeting was called to order at 3:18 pm by Co-Chair Andrews. Everyone introduced themselves and quorum was established.

2. Review/Approve August 11<sup>th</sup> 2011 DRAFT Agenda – VOTE

The Work Group reviewed and did not approve the August 11<sup>th</sup> 2011 DRAFT agenda due to lack of quorum.

3. Review/Approve July 14<sup>th</sup> 2011 DRAFT Minutes – VOTE

The Work Group reviewed and did not approve the July 14<sup>th</sup> 2011 DRAFT Notes due to lack of quorum.

4. Announcements

- CM Flores participated in a Telemundo series on Latino and AIDS in California and Mexico which to air this month. See CM Flores for more information.

5. Public Comment

There was no public comment.

6. Committee Co-Chair Elections

Workgroup Co-chair nominations remained open after resignation of CM Ramos due work and additional Council responsibilities. CM Flores accepted the nomination and was elected Co-chair of the workgroup.

7. Policy and Procedure Review – VOTE

The Workgroup revisited policies and procedures that were returned from either a Committee or the Council.

**4.7 Conflict of Interest Policy** – After an issue was raised during the last Council meeting, the Workgroup decided to clarify board members by adding “governing board member” to emphasize potential conflicts of interest for Council members.

**6.7 Requests for Letters of Support** – Council Support has checked with the City Attorney’s office, which does not have a problem with the Council granting letters of support. The last paragraph has been struck. A footer has also been added.

**7.13 Council Member Reimbursement Policy** – Council Support has verified with HRSA which expenses Council members may or may not reimbursed for. While the language in the current policy is correct, Council Support will have discretion on granting or denying reimbursements. CM Andrews expressed concern about the budgeting in Council Support's budget. CS Molnar stated that current mileage reimbursements are not a problem.

The Workgroup discussed a possible appeal process and whether it would include the Membership Committee, Co-chairs and/or the Grantee. Celinda Cantu asked how the appeal would progress and how this would differ from the Council's grievance process.

CS Molnar and CM Kanius advocated for a separate appeal process for Membership.

The policy will remain on hold until a new policy is created. The Workgroup will review the 7.8 Corrective Action process for the Workgroup's next meeting.

**8. Developing Phase II – VOTE**

The following policies and procedures were reviewed, amended and forwarded for recommendation:

**6.6a Recommendations for Assessment Process and Timeline** – On hold until Council Support meets with Co-chairs.

**8.1 Priority Setting and Resource Allocation Process** – The Workgroup made changes to better explain the Council time line to reflect how the Council and its various Committees prepares for its annual prioritization and allocation summit.

**New Policy: Mentor Program Implementation Guidelines** – Recommended for removal.

**New Policy: Mentor Program Guidelines** – Replacing “Care” with “Ryan White Programs.” The Workgroup also added a bullet point for requesting new mentors.

**9. Next Meeting & Agenda Items**

The next meeting is tentatively scheduled for Thursday, September 8<sup>th</sup> 2011 from 3-5 pm.

a. **Parking Lot:**

- i. Glossary of terms, acronyms
- ii. Recommend creating a resource guide
- iii. How to include more information about H-CAP in P&P
- iv. Printing out all corrections made thus far

**10. Adjournment**

The meeting was adjourned by Co-Chair Andrews at 4:50 pm.



HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, September 8, 2011  
Project Open Hand, Conference Room  
730 Polk Street, 3<sup>rd</sup> Floor  
3:00-5:00 pm

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1. Introductions Group 3:00
  2. Review/Approve September 8<sup>th</sup> 2011 DRAFT Agenda – VOTE Group 3:05
  3. Review/Approve July 14<sup>th</sup> and August 11<sup>th</sup> 2011 DRAFT Minutes – VOTE Group 3:07
  4. Announcements Group 3:10
  5. Public Comments Group 3:13
  6. Review of Standing Policies – VOTE Group 3:15  
*The Committee will review policies regarding proxy voting and Council Co-Chair roles.*
  7. Policies and Procedures Review – VOTE Group 3:30  
*The Committee will review policies and procedures with Council Support.*
  8. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, October 13<sup>th</sup> 2011 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.*
  - Parking Lot:
    - Glossary of terms, acronyms
    - Recommend creating a training manual
    - How to include more information about H-CAP in P&P
  9. Adjournment Group 5:00
- 

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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
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San Francisco Department of Public Health, AIDS Office  
25 Van Ness Avenue, 3rd Floor, San Francisco, CA 94102

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HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, September 8, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330B  
3-5 pm

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Committee Members Present: John Andrews, Wade Flores, Steve Manley

Committee Members Absent: Chris Harris [E], Mary Lawrence Hicks

Others Present: Celinda Cantu [DPH-HHS], Charles Siron, Channing Wayne

Support Staff Present: William Ching, T.J. Lee, Mark Molnar

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*Draft Minutes*

**1. Introductions**

The meeting was called to order at 3:16 pm by Co-Chair Flores. Everyone introduced themselves and quorum was established.

**2. Review/Approve September 8<sup>th</sup> 2011 DRAFT Agenda – VOTE**

The Work Group reviewed and approved the August 11<sup>th</sup> 2011 DRAFT agenda by consensus.

**3. Review/Approve July 14<sup>th</sup> and August 11<sup>th</sup> 2011 DRAFT Minutes – VOTE**

The Work Group reviewed and approved the July 14<sup>th</sup> 2011 DRAFT Minutes and August 11<sup>th</sup> DRAFT Notes by consensus

**4. Announcements**

- CM Andrews thank CS Ching for all his work on the Council
- CS Lee reminded members that all Committee meetings will now be held at the Project Open Hand Conference room on 730 Polk Street for the next two months, except for POI and the Transgender Needs Assessment Workgroup

**5. Public Comment**

There was no public comment.

**6. Review of Standing Policies – VOTE**

CS Molnar presented an issue brought forth by CM Simmons, who was unable to attend today's meeting. CM Simmons thinks that proxy voting should be extended to all Council members in the event of vacation and an excused absence, regardless of HIV-status.

CM Wayne needed clarification regarding what exactly constitutes an excused absence. CS Molnar stated that any HIV-related illness or appointment constitutes an excused absence. All Council members are also entitled one an excused absence per quarter. CM Wayne felt comfortable in granting proxy votes to all Council members in the event of illness, but not for those on vacation. CM Siron spoke against the proposition, saying that proxy votes were intended to ensure individuals living with HIV were included within the Council process. He also stated that the Council will need to seek authorization from the Board of Supervisors in order to change this policy.

CS Molnar clarified CM Siron's statement, saying that as a federally mandated body, the Council does not need to seek approval from the Board of Supervisors if and when the Council decides to extend proxy votes to all Council members.

CM Andrews said that the current proxy voting policy reflects the By-Laws and wondered if the Council should put this proposition on hold until the Workgroup has a chance to review and revise the By-Laws. CM Manley responded, if the By-Laws spell out proxy voting, why even have this policy in the first place? CM Andrews said that the policy was created to elaborate and better clarify the By-Law. CM Andrews suggested that the Council follow its current process and focus on revising policies and procedures first, then begin discussing the By-Laws.

CM Manley spoke against CM Simmons' proposal. People living with HIV (PLWH) have extra barriers to participating in the Council and the policy reflects the spirit of including their voices in Council decisions. CM Wayne retracted her support, stating that she agrees with CM Manley's interpretation.

The Workgroup decided to table this discussion until it finishes reviewing and revising policies and procedures.

The Workgroup also discussed the selection and eligibility criteria of Co-chairs and to resolve any differing interpretations of that policy. CS Molnar stated that the Membership Committee understood the policy that a Co-chair could fulfill one or more mandated "seat." Some Council members thought that each seat was mutually exclusive and by dedicating each seat to a community, a Co-chair could fully represent their voices. The main source of contention is the disconnect between the By-Laws and the current policy.

CM Manley elaborated on the spirit of the policy, which is to strike a balance amongst the Co-chairs and the only way to ensure that is to establish a seat as its own.

CM Andrews agrees with the spirit of the policy, but felt that it may also exclude certain communities (such as seniors, transgendered folks, youth, etc) from assuming the Co-chair position. He stated that the Council needs flexibility to install Co-chairs that provide a plurality of perspectives.

CM Wayne disagreed with CM Andrews' assessments. CM Wayne believes that the Council works for consumers rather than providers. CM Wayne wondered what is best for the Council and for consumers. She believed that Co-chairs should reflect the needs of the community. CM Siron also believed that the Council exists for PLWH and that they are the best advocates for themselves.

CS Molnar offered other perspectives. What happens if there is not a Council member who is able or willing to assume the Co-chair position? The Council's hands will be tied in that event. CS Molnar also shared his experiences serving as the Co-chair of Color. He stated that his seat charged him with including the perspectives and voices of people of color in all Council business.

CM Andrews echoed the practical concerns when it comes to filling an open Co-chair seat. He also reiterated his belief that this policy may exclude certain communities to the detriment of the Council.

Celinda Cantu views these seats as reflecting communities with big health disparities. There are still other opportunities for Council members to assume leadership roles (Committee and Workgroup Co-chairs, etc).

The three mandated seats (People of Color, Women, PLWH) reflect immutable characteristics and also the communities with the highest health disparities. Celinda suggested clarifying the By-Laws first.

CM Wayne believes that consumers are able to affect and influence the Council process in ways that other communities cannot. These Co-chair positions ensure that. CM Manley said that HRSA guidelines emphasized serving underserved communities and that women and people of color have the greatest unmet need. Although gay white men continue to represent the most affected in terms of numbers, women and people of color continue to bear the disproportionate brunt of the epidemic.

A motion was proposed to allow a Council member (who does not fit the criteria) to assume the Co-chair position temporarily if no one else is able or willing to do so.

**MOTION-CM Andrews/CM Wayne**

INSERT MOTION HERE.

**The motion passed by consensus.**

The following language was also inserted into the Council Co-Chair and Committee Co-Chair Job Descriptions.

**MOTION-CM Siron/CM Wayne**

INSERT MOTION HERE.

**The motion passed by consensus.**

**7. Policy and Procedure Review – VOTE**

The Workgroup reviewed and revised the following policies and procedures:

**8.2 Development of Comprehensive Plan** – Replacing “AIDS Office” with “HIV Health Services.” The Workgroup also struck the first sentence in the second paragraph.

**8.4 Provider Input** – The Workgroup inserted “HHSPC” and struck “at Committee sponsored events and fora” from the policy.

**8. Next Meeting & Agenda Items**

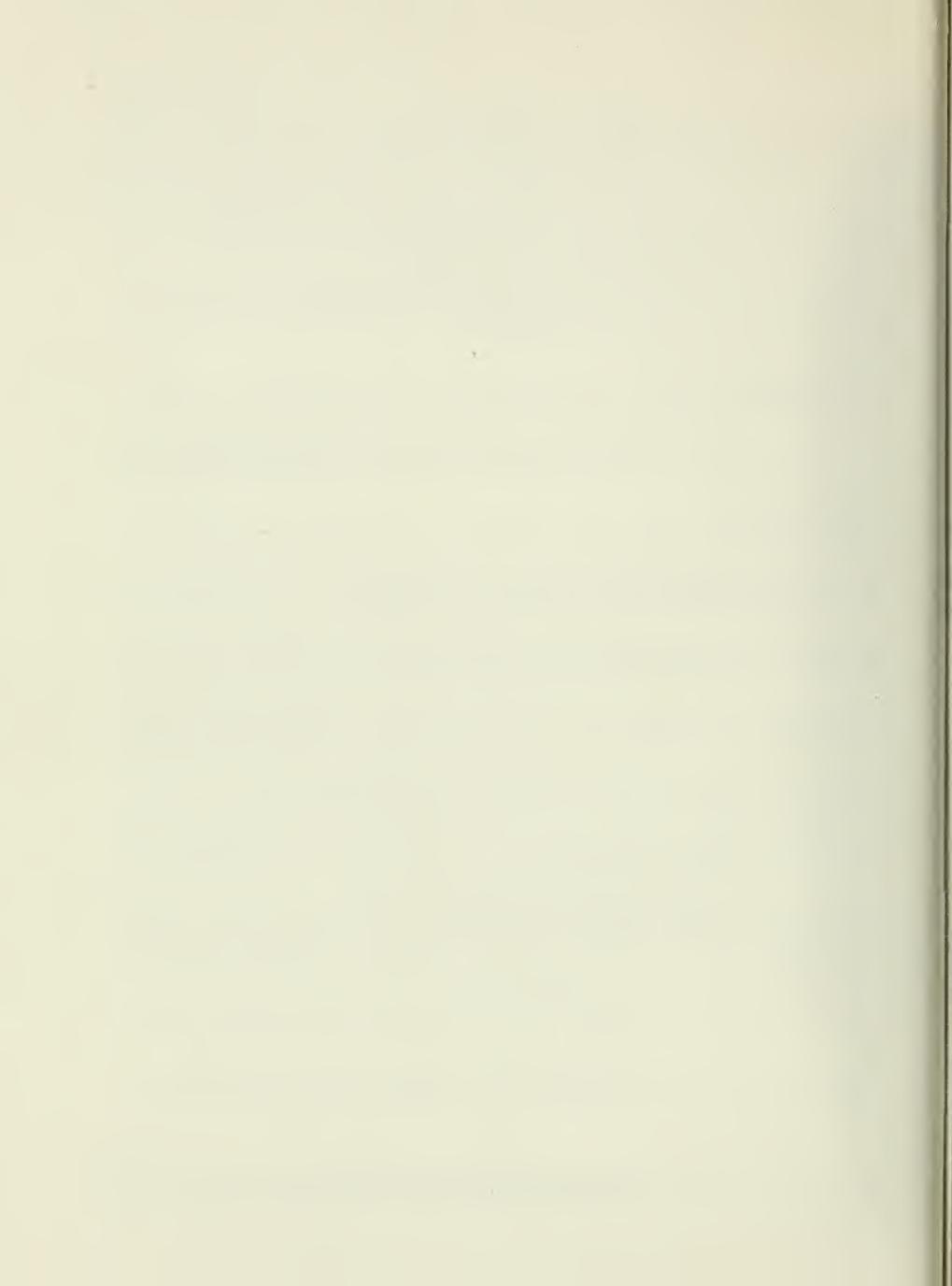
The next meeting is tentatively scheduled for Thursday, October 13<sup>th</sup> 2011 from 3-5 pm.

a. **Parking Lot:**

- i. Glossary of terms, acronyms
- ii. Recommend creating a resource guide
- iii. How to include more information about H-CAP in P&P
- iv. Printing out all corrections made thus far

**9. Adjournment**

The meeting was adjourned by Co-Chair Andrews at 4:50 pm.





HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, September 8, 2011  
Project Open Hand, Conference Room  
730 Polk Street, 3<sup>rd</sup> Floor  
3:00-5:00 pm

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*Draft Agenda*

1. Introductions Group 3:00
2. Review/Approve October 27<sup>th</sup> 2011 DRAFT Agenda – VOTE Group 3:05
3. Review/Approve September 8<sup>th</sup> 2011 DRAFT Minutes – VOTE Group 3:07
4. Announcements Group 3:10
5. Public Comments Group 3:13
6. Review of Standing Policies – VOTE Group 3:15  
*The Committee will review policies to be updated.*
7. Policies and Procedures Review – VOTE Group 3:30  
*The Committee will review policies and procedures with Council Support.*
8. Next Meeting Date & Agenda Items Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, November 10<sup>th</sup> 2011 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.*
9. Adjournment Group 5:00

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HIV Health Services Planning Council  
 POLICY AND PROCEDURE WORK GROUP  
**Thursday, November 10, 2011**  
**Project Open Hand, Conference Room**  
**730 Polk Street, 3<sup>rd</sup> Floor**  
**3:00-5:00 pm**

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|--|------------|
| 1. Introductions   | Group 3:00 |
| 2. Review/Approve November 10 <sup>th</sup> 2011 DRAFT Agenda – VOTE   | Group 3:05 |
| 3. Review/Approve October 27 <sup>th</sup> 2011 DRAFT Minutes – VOTE   | Group 3:07 |
| 4. Announcements   | Group 3:10 |
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| 6. Review of Standing Policies – VOTE<br><i>The Committee will review policies to be updated.</i>  | Group 3:15 |
| 7. Policies and Procedures Review – VOTE<br><i>The Committee will review policies and procedures with Council Support.</i>   | Group 3:30 |
| 8. Next Meeting Date & Agenda Items<br><i>The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, December 8<sup>th</sup> 2011 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.</i> | Group 4:55 |
| 9. Adjournment   | Group 5:00 |

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, January 12, 2012  
Project Open Hand, Conference Room  
730 Polk Street, 3<sup>rd</sup> Floor  
3:00-5:00 pm

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9. Adjournment Group 5:00

*Parking Lot:*

- Glossary of terms, acronyms
- Recommend creating a training manual
- How to include more information about H-CAP in P&P

9. Adjournment

Group 5:00

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Project Open Hand, Conference Room  
730 Polk Street, 3<sup>rd</sup> Floor  
3:00-5:00 pm

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13.1 HIV Consumer Rights Advocacy Project Program policies and procedures - To be reviewed by ALRP & CMA and then back to P&P

13.2 Advocacy Project Report Policy September 2006- To be reviewed by ALRP & CMA and then back to P&P

7. Policies and Procedures Review – VOTE

Group 3:30

The Committee will review policies and procedures with Council Support.

8. Next Meeting Date & Agenda Items

Group 4:55

The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, February 9<sup>th</sup> 2012 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.

Parking Lot:

- Glossary of terms, acronyms
- Recommend creating a training manual
- How to include more information about H-CAP in P&P

9. Adjournment

Group 5:00

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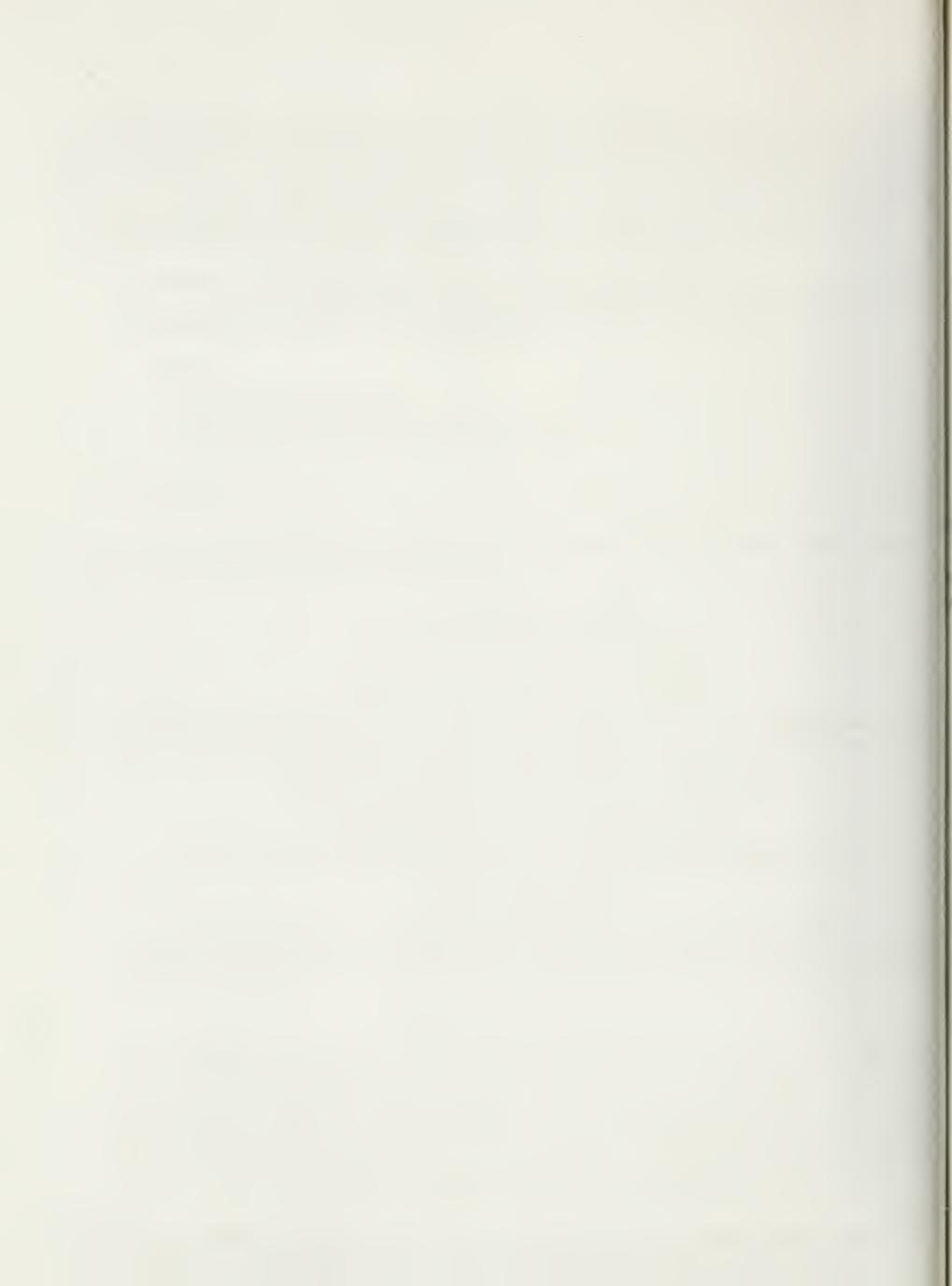
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**HIV Health Services Planning Council**  
 POLICY AND PROCEDURE WORK GROUP  
 Thursday, February 23, 2012  
**Project Open Hand, Conference Room**  
 730 Polk Street, 3<sup>rd</sup> Floor  
 3:00-5:00 pm

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***Draft Agenda***

- |  |            |
|--|------------|
| 1. Introductions   | Group 3:00 |
| 2. Review/Approve February 23 <sup>rd</sup> 2012 DRAFT Agenda – VOTE   | Group 3:05 |
| 3. Review/Approve January 12 <sup>th</sup> 2012 DRAFT Minutes – VOTE   | Group 3:07 |
| 4. Announcements   | Group 3:10 |
| 5. Public Comments   | Group 3:13 |
| 6. Review of Standing Policies – VOTE<br><i>The Committee will review policies to be updated.</i>  | Group 3:15 |
| 7. Policies and Procedures Review – VOTE<br><i>The Committee will review policies and procedures with Council Support.</i>   | Group 3:30 |
| 8. Next Meeting Date & Agenda Items<br><i>The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, February 9<sup>th</sup> 2012 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.</i> | Group 4:55 |
| 9. Adjournment   | Group 5:00 |
- 

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council*  
 730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
 \*\*\*\*

*San Francisco Department of Public Health, AIDS Office*  
 25 Van Ness Avenue, 3rd Floor, San Francisco, CA 94102

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, February 23, 2012  
Project Open Hand, Conference Room  
730 Polk Street, 3<sup>rd</sup> Floor  
3:00-5:00 pm

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Committee Members Present: John Andrews, Wade Flores, Charles Siron, Kenneth Hornby

Committee Members Absent: Chris Harris, Mary Lawrence Hicks

Others Present: Brian Brophy, Celinda Cantu

Support Staff Present: Mark Molnar, T.J. Lee

### Draft Minutes

1. **Introductions** Group 3:12  
The meeting was called to order at 3:17 pm by CM Wade Flores. Quorum was established.
2. **Review/Approve February 23<sup>rd</sup> 2012 DRAFT Agenda – VOTE** Group 3:15  
The agenda was approved by consensus.
3. **Review/Approve January 12<sup>th</sup> 2012 DRAFT Minutes – VOTE** Group 3:17  
The minutes were approved by consensus.
4. **Announcements** Group 3:18  
Council Director Molnar announced two tentative dates for the Annual Steering Retreat, either the first and second Friday of April.
5. **Public Comments** Group 3:20  
*No Public was present to comment.*
6. **Review of Standing Policies – VOTE** Group 3:21  
*The Committee reviewed the following policies:*

Communities Advocating Emergency AIDS Relief (CAEAR) Coalition Representation  
Council Member Manual Update and Review Policy
7. **Next Meeting Date & Agenda Items** Group 4:50  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, March 8<sup>th</sup> 2012 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.*

**Parking Lot:**

  - *Glossary of terms, acronyms*
  - *Recommend creating a training manual*
  - *How to include more information about H-CAP in P&P*

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP

Thursday, February 23, 2012  
Project Open Hand, Conference Room  
730 Polk Street, 3<sup>rd</sup> Floor  
3:00-5:00 pm

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Committee Members Present: John Andrews, Wade Flores, Charles Siron, Kenneth Hornby

Committee Members Absent: Chris Harris, Mary Lawrence Hicks

Others Present: Brian Brophy, Celinda Cantu

Support Staff Present: Mark Molnar, T.J. Lee

*Draft Minutes*

1. Introductions

Group 3:12

The meeting was called to order at 3:17 pm by CM Wade Flores. Quorum was established.

2. Review/Approve February 23<sup>rd</sup> 2012 DRAFT Agenda – VOTE

Group 3:15

The agenda was approved by consensus.

3. Review/Approve January 12<sup>th</sup> 2012 DRAFT Minutes – VOTE

Group 3:17

The minutes were approved by consensus.

4. Announcements

Group 3:18

Council Director Molnar announced two tentative dates for the Annual Steering Retreat, either the first and second Friday of April.

5. Public Comments

Group 3:20

*No Public was present to comment.*

6. Review of Standing Policies – VOTE

Group 3:21

*The Committee reviewed the following policies:*

Communities Advocating Emergency AIDS Relief (CAEAR) Coalition Representation  
Council Member Manual Update and Review Policy

7. Next Meeting Date & Agenda Items

Group 4:50

*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, March 8<sup>th</sup> 2012 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.*

*Parking Lot:*

- Glossary of terms, acronyms
- Recommend creating a training manual
- How to include more information about H-CAP in P&P

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730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
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San Francisco Department of Public Health, AIDS Office  
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## HIV Health Services Planning Council

POLICY AND PROCEDURE WORK GROUP

Thursday, March 8, 2012

Project Open Hand, Conference Room

730 Polk Street, 3<sup>rd</sup> Floor

3:00-5:00 pm

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- |   |            |
|---|------------|
| 1. Introductions  | Group 3:00 |
| 2. Review/Approve March 8 <sup>th</sup> 2012 DRAFT Agenda – VOTE  | Group 3:05 |
| 3. Review/Approve February 23 <sup>rd</sup> 2012 DRAFT Minutes – VOTE   | Group 3:07 |
| 4. Announcements  | Group 3:10 |
| 5. Public Comments  | Group 3:13 |
| 6. Review of Standing Policies – VOTE<br><i>The Committee will review policies to be updated.</i>   | Group 3:15 |
| 7. Next Meeting Date & Agenda Items<br><i>The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, March 8<sup>th</sup> 2012 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.</i> | Group 4:55 |
| 8. Adjournment  | Group 5:00 |

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP

Thursday, March 8, 2012  
Project Open Hand, Conference Room  
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3:00-5:00 pm

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Committee Members Present: John Andrews, Charles Siron, Chris Harris

Committee Members Absent: Wade Flores, Mary Lawrence Hicks

Others Present: Brian Brophy

Support Staff Present: Mark Molnar, T.J. Lee

### *Final Minutes*

1. **Introductions** Group 3:40  
The meeting was called to order at 3:40 pm by CM John Andrews. Quorum was established.
2. **Review/Approve March 8<sup>th</sup> 2012 DRAFT Agenda – VOTE** Group 3:42  
The agenda was approved by consensus.
3. **Review/Approve February 23<sup>rd</sup> 2012 DRAFT Minutes – VOTE** Group 3:44  
The minutes were approved by consensus.
4. **Announcements** Group 3:18  
Council Director Molnar announced the date for the Annual Steering Retreat on April 13, 2012 and the plan for the day.  
CM Siron mentioned the LCCC will be sending their representative next month.
5. **Public Comments** Group 3:20  
*No Public was present to comment.*
6. **Review of Standing Policies – VOTE** Group 3:21  
*The Committee reviewed the following policies:*  
  
*Yahoo Group Policy*  
*Conflicts of Interest*  
*Advocacy Project will be sent back to ALRP and it will come back.*
7. **Next Meeting Date & Agenda Items** Group 4:50  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, March 8<sup>th</sup> 2012 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.*  
  
**Parking Lot:**
  - Glossary of terms, acronyms

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HIV Health Services Planning Council  
POLICY AND PROCEDURE WORK GROUP  
Thursday, August 9, 2012  
Project Open Hand, Conference Room  
730 Polk Street, 3<sup>rd</sup> Floor  
3:00-5:00 pm

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*Draft Agenda*

1. **Introductions** Group 3:00
2. **Review/Approve August 9<sup>th</sup> 2012 DRAFT Agenda – VOTE** Group 3:05
3. **Review/Approve June 14<sup>th</sup> 2012 DRAFT Minutes – VOTE** Group 3:10
4. **Announcements** Group 3:15
5. **Public Comments** Group 3:20
6. **Review of Standing Policies – VOTE** Group 3:25  
*The Committee will review policies to be updated.*
7. **Next Meeting Date & Agenda Items** Group 4:55  
*The next Policy and Procedure Work Group Meeting is tentatively scheduled for Thursday, September 13, 2012 at Project Open Hand, Conference Room, 730 Polk Street from 3-5 pm.*
8. **Adjournment** Group 5:00

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